

Whitehouse

May 4, 2023

Meeting Notice
Village Council Meeting As
A Committee of the Whole
May 9, 2023
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 635995669#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page, please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, May 9, 2023 at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the April 11, 2023, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **General**
 - A. Jacob Barnes will Provide a Zoning Update
 1. **Supporting Information** – None
 - B. Mark Schriefer will Provide a Presentation On Possible Name for New Park in the Downtown
 1. **Supporting Information** – None
 - C. Review Clerk of Council Applications and Additional Considerations
 1. **Supporting Information** – Applications (Exhibit A)
- VI. Citizen Comments
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Nikki L. Hartbarger

Whitehouse, OH
(419) 349-3031
nicole.hartbarger@gmail.com

Qualifications and Skills

- Experience with the need to be ethical and confidential while working with clients and sensitive data.
- Results oriented individual with experience in project management, sales, client/customer service, fundraising, and event planning. Focus on being detailed and well organized.
- Excellent interpersonal skills, able to work with individuals at all levels of organizations, while working well either individually or within a team setting.
- Proficient in Microsoft Office products including Word, PowerPoint, Excel, and Outlook.
- Volunteer Experience:
 - **President Whitehouse Parents Club**, Whitehouse, OH April 2019 – Present
 - Preside over and lead monthly meetings of executive team and parent attendees.
 - Monitor progress planning of events with Chairs, assist in plans as needed.
 - Suggest and implement fundraising plans.
 - Solicit donations from companies and individuals for auction baskets.
 - Chairperson of Staff Appreciation and Parent Morning Committees: plan events for staff including lunches, gifts, morning breakfast for 250+ parents/students.
 - **Planning Volunteer Arthritis Foundation of Toledo**, Toledo, OH August 2010 – October 2012
 - Assist in planning of annual fundraising party, "The Bone Bash".
 - Solicit donations from companies and individuals for silent auction.
 - Promote and sell tickets to individuals and companies as table sponsors.
 - Along with Arthritis Foundation Executive Director, research, tour and book event venue, plan and book catering and drink service, research and book music for event along with any other applicable entertainment.

Professional Experience

Senior Financial Close Consultant SandPoint Consulting, Whitehouse, OH July 2019 – Present

- Assist clients in implementations of the month end close software, BlackLine. Implementation experience in many of the available BlackLine modules including: Account Reconciliations, Task Management, Transaction Matching, Journal Entry, Variance Analysis and Compliance.
- Involved in over 15 BlackLine client implementations; Project Manager/Lead for several.
- Work with clients through conversations, data collection, provided examples to assist in planning set up of software so clients will gain the most efficiency and benefit from the product. This includes initial kick off and project planning meetings along with several other scheduled and ad hoc discussions.
- Along with implementing software, assist clients in understanding current month end processes (close schedule/timing, performance of reconciliations and other month end tasks) and work to plan out process improvements with the end users/accounting staff.
- Train all client users, on-site or virtually, in use of BlackLine software including all modules that were implemented. Answer all questions and work through individual scenarios with end users.
- Prepare BlackLine documentation specific to client settings and views, including end user guide, system administrator process documents and selected settings explanations.
- Advocate for client success by continually following up with clients, including after project completion, to ensure satisfaction in software and usage.
- Stay informed on all BlackLine updates and changes to be able to give Best Practice advice to clients by watching available webinars and completing BlackLine Certification trainings.
- Assist OneStream practice architect in data organization, transformation rules and workflow, cube set up, balance loading and client documentation. Obtained mini-badge certification and stay up to date on software changes.

Commercial Analyst – OINA Owens Illinois, Perrysburg, OH June 2015 – July 2019

- Complete customer financial decks for new or existing customers looking to sign/extend a contract with OI North America in the Food & NAB Business Unit. Decks include estimated revenue, margin, cash flow model and customer detail information collected from the sales team. Set up initial contract review meeting if necessary.
- Participate in customer facing meetings, in person and virtually, regarding current and future product needs, price structures and new product cost and price estimates.

- Review contracts annually for any possible changes in price, signing bonus, rebate, etc. Confirm all contract attributes are set up correctly in SAP.
- Handle all daily price requests from sales managers for all existing and new Food & NAB customers; target of two day turnaround time. Complete all new sku requests in SAP.
- Previously handled Wine and Beer categories.
- Create bid template analysis for large or NPD pieces of business to analyze profitability and possible selling prices more wholly.
- Answer questions on invoice discrepancies from sales managers, A/R, customer service reps, etc that come from the customer; research issue and follow through with QN or answer for customer.
- Ad hoc analysis for sales managers, GM's, BU Finance Leads regarding customer pricing and profitability; debundling price lists, overall pocket earnings analysis, specific item pocket earning analysis, DAP vs EXW profitability, etc.
- Develop and maintain good working relationships with sales managers, customer service, A/R, finance, transportation, production planning, etc. to foster a productive, cross-functional work environment.

Accounting Supervisor **Pilkington North America**, Toledo, OH February 2014 – June 2015

- Oversee all fixed assets transactions for North America and Mexico including new acquisitions, transfers, and disposals. Supervise two employees responsible for fixed assets transactions, bank deposits, reconciliations.
- Responsible for accounting side of payroll process; verify interface from outside payroll company and process to SAP ledger.
- Month end close responsibilities including journal entries, accruals, reconciliations. Use of BlackLine software to aid in monthly reconciliations. Aided in implementation of new BlackLine software and had access to both use and administer the system.
- Quarterly report in internal financial system for rolling plan/budget.
- Year end audit assistance working with external auditors to collect all required information.
- Assisted in SAP conversion supporting all aspects of fixed assets into the new system including data downloads, verifications of uploads, reconciliations of data in new system, testing and training, etc.

Accounting Administrator – Ethanol Division **The Andersons, Inc.**, Maumee, OH June 2011 – February 2014

- Responsible for month end close of the Greenville, OH location. Including: preparing and posting journal entries, account reconciliations, financial report preparation, tracking ethanol production amounts, etc.
- Develop annual budget with support from managers at the plant; assist in presentation for budget approval.
- Prepare and present monthly financial variance report with plant manager to president of division.
- Update capital spending report monthly; present findings to financial manager and president of division.
- Work with internal and external auditors as necessary during the year and at year end.

Business Analyst **Rexam Inc.**, Perrysburg, OH February 2008 – June 2011

- Price new, custom, and stock business opportunities based on gross margin, contribution margin, etc. while working with sales managers, inside sales, regional sales managers and directors.
- Develop capital expenditure reports on new business to analyze payback for any capital expenditure required to gain new business.
- Profitability analysis on current customers activity and future customer opportunities. Participate in customer facing meetings regarding price and profitability.
- Train team members on different tasks including contract manufacturing invoicing and profitability analysis.
- Monthly profitability account reviews of customers chosen by upper management and presented to all individuals involved in the customer account.

Cost Accountant **Bunting Bearings, LLC**, Holland, OH May 2006 – February 2008

- Month/Year end closings; journal entries/correcting journal entries; monthly/yearly financial statements and reports.
- Work with costing standards, bill of materials; daily banking activity, send out bank wires, bank reconciliations.
- Assist with physical inventories, generally 2 per year; use BNA Asset software to track fixed assets.
- Accounts Payable; receive and enter all invoices, print checks weekly, answer all vendor inquiries.

Education

Master of Business Administration, University of Toledo, Toledo, OH December 2009

- *Specialization: Finance*

Bachelor of Business Administration, Siena Heights University, Adrian, MI May 2006

- *Major: Accounting*

Stephanie K. Phillips
6527 Weckerly Drive
Whitehouse, OH 43571-9694

April 23, 2023

Jordan Daugherty
Village Administrator
Village of Whitehouse
6925 Providence Street
Whitehouse, OH 43571

Dear Mr. Daugherty,

As per the job posting e-mail from March 23, 2023, it is my intent to apply for the position of Clerk of Council, Village of Whitehouse.

I am very interested in serving my community by utilizing five years of experience in meeting note documentation to fulfill the duties of Clerk of Council. I look forward to chronicling weekly meetings, ordinances, and resolutions, which will include accurate record of all voting Council members. In this I shall maintain records and adhere to Article VI of the Village Charter.

I have included my resume that lists my experience as it pertains to the position of Clerk of Council. In this I look forward to your reply of receipt of my letter of intent and resume, in anticipation of scheduling a meeting time to interview. Best ways to return contact are by email or via phone call or text.

Respectfully,



Stephanie K. Phillips
ace43571@sbcglobal.net
419-346-7923

Stephanie K. Phillips LMT
6527 Weckerly Drive, Whitehouse, OH 43571-9694
ace43571@sbcglobal.net
419-346-7923

Occupation

Small business Owner and Operator of SKP Massage LLC June 2014 to present. Duties include providing therapeutic massage services and maintaining accurate documentation on each client; Management; Human Resources; Financial Management; Marketing and Communications.

Skills

- Utilizes Microsoft Office daily.
- Type 60 words per minute.

Experience

Anthony Wayne Alumni Association Trustee Board Secretary 2018 to present.

Duties include taking accurate meeting minutes and emailing to each Trustee before the next meeting; utilizing office equipment as necessary to copy, scan, and send electronic documents to each trustee; and maintaining the Association's email account.

Pythian Sisters Whitehouse Temple #312 Secretary 2018 to present.

Duties include taking accurate meeting minutes, conferring with the treasurer and trustee, and reading the previous meeting minutes for approval. It is also the duty of the Temple Secretary to compile from the meeting minutes, a yearly report and send the report to district.

Community of Christ Lutheran Church Council Secretary 2019 to 2020.

Duties included taking accurate meeting minutes and emailing to each Council Member before the following meeting for approval, to be uploaded by the Church Secretary to the Church's website.

Fort Industry Chapter Daughters of the American Revolution Acting Recording Secretary March to June 2019.

Duties included taking accurate meeting minutes and emailing to each Chapter Officer before the next meeting.

Fort Industry Chapter Daughters of the American Revolution Recording Secretary June 2019 to present.

Duties include taking accurate meeting minutes and emailing to each Chapter Officer before the next meeting and reading the previous meeting minutes at each meeting for Chapter approval, appending the approved Treasure's Report.

Anthony Wayne Regional Chamber of Commerce Board Secretary 2019 to present.

Duties include taking accurate meeting minutes and emailing to each Board Member before next meeting.

CARRIE TUOHY

11154 Temperance Avenue, Whitehouse, OH 43571 · 419-574-2297
Carriem2e@gmail.com

I am a motivated self-starter who is eager to learn. Looking for gainful employment that will allow me to further my knowledge and become a helpful member of the team.

EXPERIENCE

JUNE, 1998 - CURRENT

TREASURER/CONTROLLER/OFFICE MANAGER, DUFFEY CONCRETE CUTTING, INC.

Payroll 13 employees – Union and Non Union

Monthly, Quarterly, Semi-Annual, Yearly Taxes – Withholdings, Sales Tax, Use, Tax Estimated Payments, BWC payments and True Up Report.

BWC reporting of incidents – Track and establish a back to work plan

OSHA procedures and maintain all reports

Conduct safety meetings and confirm compliance with all OSHA standards

Write and implement procedures for Safety Manual

Create and maintain our BWC Safety and DFWP Program

Certified / CRL payroll reports and payment verifications

LCPTTracker certified payroll reports

NMA compliance and reports payroll

All aspects of Accounts Receivable – issuing invoices, making collection calls and processing payments

All aspects of Account Payable – Collecting packers and matching with invoices to confirm pricing and then pay invoices.

401K Plan Trustee and Manager

All basic office duties from typing to ordering office supplies

EDUCATION

BACHELORS IN 2022

ACCOUNTING, UNIVERSITY OF TOLEDO

SKILLS

- Account Reconciliation
- Team Player
- Microsoft Office
- Typing 70 wpm